

# PARNASSUS User Guide

Ascentis Awarding Organisation www.ascentis.co.uk

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3.8 Reporting – Attendance list       2         3.9 Reporting – Achievement List       2         3.10 Online Exam Bookings       2         4 ENTERING RESULTS       2         4.1 Entering Results       2         4.2 Confirmation and Processing       2         4.3 Direct Claims Status (DCS) Results       2         4.4 Non-Direct Claims Status (DCS) Results       2         5 CERTIFICATION       3         6 LEARNER MANAGEMENT       3         7 DOCUMENTATION       3	20 21 22 23 24 28 29 29 29 31 32 35
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### **1 INTRODUCTION**

### 1.1 What is Parnassus?

This guidance document provides instructions on how to use the Ascentis Parnassus Portal and relates to the processes involved from registration, through to verification and certification.

Parnassus provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

- Upload learner registrations
- View current and previous Cohorts (Classes)
- View learner history
- Access learning and support materials
- Add and withdraw learners to and from Cohorts (Classes)
- View key documents for verification visits

### 2 LOGGING IN

### **2.1 Logging in to Parnassus**

To log in to Parnassus, firstly navigate to <u>https://parnassus.ascentis.co.uk/</u>. Enter your Username and Password in the relevant boxes and click 'Log in'.

	Username
8	test.user
	Password
10	
	Remember Username
Log in	Forgot Password?
	Validate a Certificate

To gain access to Parnassus for relevant centre personnel, contact your centre's Super User, or for additional Super User accounts, please contact Ascentis at <a href="mailto:support@ascentis.co.uk">support@ascentis.co.uk</a>. Super User authorisation will be made by Ascentis and a username and password will then be issued.

You can also select the 'Remember Username' tick box and Parnassus will store your Username for the next time you log in. It is recommended that this tick box is only selected if you are the sole user of your desktop/laptop/mobile device. If you are using a shared device, please do not select this option. If you have forgotten your password, select **'Forgot Password?'**. Enter your Username and click 'Submit'. A password reset link will be emailed to you to allow you to set a new password.

### 2.2 Certificate Validator

You can also validate a certificate via the login screen. Select the **'Validate a Certificate'** button, enter the learner's details and click **'Validate'** to check the authenticity of a learner's certificate.

ither Scan a Ce	ertificate OR Code	
Or complete the f	ields below to validate a certificate.	
	First Name*	
		Bi
	Last Name*	
		Bi
	Date of Birth (DD/MM/YYYY)*	
		10 🗰
	Certificate Number*	
	Certificate Date (DD/MM/YYYY)*	
		10 🗰
	I'm not a robot	
		Validate

### **2.3 Centre Details**

Once logged in, clicking on the "Centre" heading on the top ribbon will take you to your Centre home where you can find an overview of your Centre.

You will find important information on this Centre page as it displays the centre status, sites and approval dates amongst other things. Below are some important examples of what can be found in this Centre Page.



The default centre page will be shown below and there are various options to choose from.

Lune Valley College (1236) Centre Home   Contacts   C	Centre Documents 🕕				
Centre Code	Centre Status	Old Code	UKPRN	First Approved	QAA Provider Number
1236	Approved	1236	not supplied	20 Dec 2023	not supplied
Renewal Date	Date Closed	Renewal Status	Default Assessment Language	Main Site Telephone	Allow eCertification
08 Apr 2029	n/a	New Centre	English	01524789654	Yes
Allow printed Qualification Certificates Yes	Certificate Regulator	Hide Centre Name on Certificates NO	Learner email Mandatory on Registrations		
Main Site Email		Main Site Website			Risk Rating Marginal
Main Site Address Lune Road, Lancaster, Lancashir	e, TESTING ONLY, UNITED KIN	GDOM, LA3 1SW			Marginar
Groups					
Not in any Groups					
Sites					
Site Name			Site Code	Site Status	
Lune Valley College - Main Sit	te		1236.0001	Approved	

At the bottom of the Centre page, you will be able to view Sites that are associated with your centre, clicking one of these sites will take you to the site home.

Lune Valley College (1236)					
Lune Valley College - Main Si	te (1236.0001)				
Site Home   Qualifications					
	Sector and sector and	1			
lite Code	Site Status	Function	Site Type	Telephone 01524789654	Main Site
1236.0001	Approved	Registration	02 - FE College / Tertiary College	01524765054	Yes
			College	Email	
				uigf@HOTMAIL.COM	
Vebsite		Assessment Language			
not supplied		English			
ddress				Regulator Region	
Lune Road, Lancaster, Lancashi	re, <mark>TESTING ONLY, UNITED KIN</mark>	IGDOM, LA3 1SW		not supplied	
Centre Code	Centre Status	Centre Name			
1236	Approved	Lune Valley College			
fandatory PO	Is for private study	Account Number	AO Category	AO Country	AO Region
Yes	No	7777777777	not supplied	not supplied	not supplied
rCohort Direct Registration Import	eCertification Email				
No	not supplied				
Certificate Site Name					
THIS IS A TEST					
Qualifications active for r	egistration (Show all site qua	lifications)			

Clicking into a qualification within a site will list information regarding any approval, statuses, approval dates or the Direct Claim Status.

Qualification Title		Qualification Code	Status	
Access to Higher Educa	ation Diploma (Computing)	127170	Approved	
Approval Date	Direct Claims Status			
25 Sep 2019	None			

### 2.4 Learner Details

Learner details can be found through the blue ribbon at the top of the page under the heading "Learners".

Workflows Centres Learners Qualification - Certificates - Reporting Cohorts Contacts Admin - Dor	uments
--	--------

Here you can see various options relating to Learners and other fields.

Learn	ers							
Add Ne	w Registration Upload Achieve	ement Upload Request Full Certificates	Registration Card B	Batches Pending Alt Achieve	nents			
		Se	earch 🚯 ascer	entis Name	•			
		Ce	entre Sele	ect Centre	•			
		Sit	Plea	ase select a Centre	Ŧ			
			Advan	nced Search Options	Clear Search			
	Learner Code	First Name		Last Nam	e	Gender	DOB	Created
o #	1373679	Ascentis		Speakinggg		Male	11/02/1957	17/04/2024 09:45:00
<b>O</b> #	1357367	Ascentis		Speakinggg		Male	12/02/1957	24/01/2024 10:32:43
o #	1357376	Ascentis		Speakinggg		Male	17/02/1957	24/01/2024 10:46:31
S #	1357469	Ascentis		Speakinggg		Male	18/02/1957	24/01/2024 11:34:14
<b>o</b> #	1357566	Ascentis		Speakinggg		Male	20/02/1957	24/01/2024 15:32:40
<b>o</b> #	1357691	Ascentis		Speakinggg		Other	21/02/1957	25/01/2024 11:37:47
<b>o</b> #	1357710	Ascentis		Speakinggg		Not Supplied	22/02/1957	25/01/2024 11:42:19
<b>o</b> ¤	1357817	Ascentis		Speakinggg		Female	23/02/1957	25/01/2024 13:49:48
<b>o</b> #	1357838	Ascentis		Speakinggg		Female	24/02/1957	25/01/2024 14:31:14
<b>o</b> #	1358455	Ascentis		Speakinggg		Female	25/02/1957	31/01/2024 15:27:46
					1 2 3 4 5 6	7 8 9 10		

You can search for the learner here via their learner ID or name by adjusting the search field.

Search 🚯	ascentis	Name		•
Centre	Select Centre			•
Site	Please select a Centre			•
	Advanced Search Options		Clear	Search

Clicking into a learner using the blue arrows next to their name will show details for that learner.

Learner											
Save Save 8	& Create Another Sav	ve and Close	Close Merge Learner								
First Name +	Ascentis		Θ	Middle Names					Last Name +	Speakinggg	
Title	Not Supp	lied 🔻		Learner Code	1373679				ULNO +		0
DOB *	11/02/195	57		Ethnic Origin	Not known/not provided	v			Gender *	Male	¥
SCN 🚯				Nationality	Not Supplied	Ŧ					
Details Acces	as Registrations Coh	orts Certifica	tes Learner Identifiers Notes Documents								
(	Qual/Unit Code	Title		Registration Date	Centre - Site			Status	Standalone Registration		Qualification
S # 1	135341	Single Uni	ts of Mathematical Skills (135341)	17/04/2024	Lune Valley College - Lu	ne Valley College - Mai	in Site (1236.0001)	In Progress	No		

There are also further details for the learner, clicking the fields near the middle of the page will show these. We will go through a few important areas now.

Details	Access	Registrations	Cohorts	Certificates	Learner Identifiers	Notes	Documents	

**Details**: Shows information on the leaner, e.g. Address, Email address and other personal information.

Access: Shows any access needs the students has.

**Registrations**: Shows any current or previous qualifications the leaner has.

**Cohort**: Shows any current or previous cohorts the learners have.

Certificates: Shows any achievements the learner has.

Learner Identifiers: Allows an identifier to be added to a learner.

**Notes**: Allows notes to be added to the learner.

**Documents**: Allows documents to be attached to the learner.

You may see less options on your account depending on your permissions. Please contact your Centre User Manager if these need to be adjusted.

### **3 CREATING COHORTS & REGISTERING LEARNERS**

### **3.1 Creating a Cohort**

Cohorts are a group of learners on the same qualification. They can be used to group learners together who are studying towards the same qualification and make it easier to sort and find their information. To add a new cohort, navigate to the 'Cohorts' main menu option, then click the 'Add Cohort' button.

hort Search					Show Live Cohorts Only 🗹	More Filters	Actions
w 10 - en	tries				Search:		Add Cohort
ohort Number	Cohort Title	Status	0 Site 0	Qualification Code	Qualification Title	Facilitators	
000182	A1234	Approved	3349.001: *Pilot* College of North West Lon	2855	PILOT TEST QUAL - Ascentis Entry	. 0	Your Recent Activity
000181	ESOL SfL E3 May 2023	Approved	1236.0001: Lune Valley College - Lune Campus	2855	PILOT TEST QUAL - Ascentis Entry	. 0	Cohort: 5000142 (5000142) Pin
000180	Level 1 English Lisa Test	Approved	3348.001: *Pilot* Adult Learning Main Site	127206	PILOT TEST QUAL - Ascentis Level	. 0	Cohort: 5000130 (5000130) Pin
000179	Lisa ESOL E3 Test	Approved	3348.001: *Pilot* Adult Learning Main Site	2855	PILOT TEST QUAL - Ascentis Entry	. 0	Centre: LUNE Valley (1236) Pin
000178	Lisa Test Qual 1	Approved	3348.001: *Pilot* Adult Learning Main Site	2520	PILOT TEST QUAL - Ascentis Level	. 0	
000176	TEST A	Approved	3349.001: *Pilot* College of North West Lon	2855	PILOT TEST QUAL - Ascentis Entry	. 0	
000175	Pringles	Approved	3351.001: *Pilot* Hounslow Adult and Com	2855	PILOT TEST QUAL - Ascentis Entry	. 0	
000173	5000173	Approved	3348.001: *Pilot* Adult Learning Main Site	2520	PILOT TEST QUAL - Ascentis Level	. 0	
000172	Wotsits	Approved	3349.001: *Pilot* College of North West Lon	2855	PILOT TEST QUAL - Ascentis Entry	. 0	
000171	mandatory test	Approved	1236.0001: Lune Valley College - Lune Campus	126621	Ascentis Level 1 Certificate in Em	0	
						•	

You will be prompted to select the site where learning is taking place, as well as the qualification which the learner(s) will be working towards.

Centre LUNE Valley	
Site	
1236.009: Parnassus Testing Workshop	-
Qualification	
Please Select	÷
Please Select	
2520: Ascentis Level 1 Diploma in Skills for Employment in the Construction Industries	
2855: Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	
127206: Ascentis Level 1 Extended Award in English (Stepping Stones to Functional Skills)	
126986: Ascentis Entry Level Certificate in Character Education (Entry 3)	

Once you have completed your site and qualification you will be prompted to enter the following additional information for your cohort:

Cohort Title – Optional (If not added, Cohort ID will be used) Tutor – Optional Start Date – Mandatory End Date – Mandatory Max Registrations - Optional No of Resources – Optional Estimated Attendees - Optional Purchase Order - Mandatory

Once you have added in the relevant information for your cohort, click the 'save' button.



You can search for Live or Closed cohorts by using the search option at the top of the Cohort overview page. Unchecking the "Show Live Cohorts Only" will show Live and Closed Cohorts. Leaving the option checked will only show Live Cohorts. You can search by using the Cohort Number or the title of the Cohort.

Centre Lune Valley College Site 1236.0001: Lune Valley College - Main Site Qualification 2853: Ascentis Level 2 Certificate in ESOL Skills for Life Cohort Title Test Cohort Tutor Tutor Start Date* Of/O1/2024 Of/O1/2024 Max Registrations No of Resources Estimated Attendees Purchase Order 3125521	Add Event				
Site   1236.0001: Lune Valley College - Main Site   Qualification   2853: Ascentis Level 2 Certificate in ESOL Skills for Life   Cohort Title   Test Cohort   Tutor   None   Vone   Max Registrations   No of Resources   Estimated Attendees   Purchase Order   3125521	Centre				
Site 1236.0001: Lune Valley College - Main Site Qualification 2853: Ascentis Level 2 Certificate in ESOL Skills for Life Cohort Title Test Cohort Tutor None  Max Registrations No of Resources Estimated Attendees Purchase Order 3125521	Luffe valley College				
1236.0001: Lune Valley College - Main Site         Qualification         2853: Ascentis Level 2 Certificate in ESOL Skills for Life         Cohort Title         Test Cohort         Tutor         None         Image: Start Date*         Of/01/2024         Max Registrations         No of Resources         Estimated Attendees         Purchase Order         3125521	Site				
Qualification   2853: Ascentis Level 2 Certificate in ESOL Skills for Life   Cohort Title   Test Cohort   Tutor   None   Vone   Max Registrations   No of Resources   Estimated Attendees   Purchase Order   3125521	1236.0001: Lune Valley C	college - Main Site			*
2853: Ascentis Level 2 Certificate in ESOL Skills for Life         Cohort Title         Test Cohort         Tutor       Start Date*         None       01/01/2024         Max Registrations       No of Resources         Estimated Attendees       Purchase Order         3125521	Qualification				
Cohort Title Test Cohort Tutor None Max Registrations No of Resources Estimated Attendees Purchase Order 3125521	2853: Ascentis Level 2 Ce	ertificate in ESOL Skills for Life			-
Test Cohort         Tutor       Start Date*       End Date*         None       01/01/2024       06/01/2024       6         Max Registrations       No of Resources       Estimated Attendees       Purchase Order         3125521	Cohort Title				
Tutor     Start Date*     End Date*       None     01/01/2024     06/01/2024     1       Max Registrations     No of Resources     Estimated Attendees     Purchase Order       3125521	Test Cohort				
None     01/01/2024     06/01/2024       Max Registrations     No of Resources     Estimated Attendees     Purchase Order       3125521	Tutor		Start Date*	End Date*	
Max Registrations     No of Resources     Estimated Attendees     Purchase Order       3125521	None	Ŧ	01/01/2024	06/01/2024	
3125521	Max Registrations	No of Resources	Estimated Attendees	Purchase Order	
				3125521	
				Save	Cance

### **3.2 Registration Criteria**

The Ascentis Parnassus Portal is for use by centres that have been recognised by Ascentis to deliver the qualifications. Learner information should be uploaded to the Parnassus Portal by means of either a .csv file or .xls document. The file template is available via the Ascentis website (ascentis.co.uk), or via the **'Documents'** section of Parnassus (Registration File Upload). Clicking the link below will download this Registration file automatically in your browser.

https://www.ascentis.co.uk/files/general\_documents/Registration%20File%20%20-%20Master.xlsx

### **3.3 Presenting Learner Information for Upload**

The information requested about the learner at the time of registration is used for statistical purposes and is covered by the current Data Protection legislation.

The format of the registration document is made up with several mandatory and nonmandatory fields as identified below:

	A	В	С	D	E	F	G	н	1	J	K
1	Centre Learner ID	Learner Code	Title	First Name	Middle Name	Surname	DoB	Gender	Email	Ethnicity	LDD
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

L	M	N	0	Р	Q	R	S	т	U	V	W	Х	Y	Z
Disability Name	SPLD	Post Code	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12
1	I	I	I	I	I	I	I		I	I	I	I		1

Centre Learner ID – Optional ID that your centre may give the learner (ID generated by your centre) Learner Code – To be entered <u>for existing learners only</u> (Code generated by Parnassus) Title – (Mr, Mrs, Miss etc.) - Optional First Name – Mandatory Middle Name - Optional Surname - Mandatory DOB - Mandatory Gender - Mandatory Email - Mandatory (for Online Invigilated Qualifications) Ethnicity - Optional (will default to 'Not known/not provided' if not entered) LDD (Learning Difficulties and/or Disabilities - Optional (will default to 'No information provided by learner' if not entered) Disability Name - Optional (will default to 'Not known/not provided' if not entered) SPLD (Specific Learning Difficulty) - Optional (will default to 'Not known/not provided' if not entered) Unit Code - Optional (See section 3.7 for further details) Post code - Mandatory (for Access registrations only)

Learner registration files must be completed using the standard Parnassus Registration Upload File format. If Unit Registrations are to be included on the Registration Import File, one line per Unit Registration must be added. Data can be copied and pasted down to speed up the entering of data:

NB: If a Unit within a Qualification is mandatory (i.e. it must be taken as part of the Qualification structure) you <u>do not</u> have to add this as a unit code. Parnassus will automatically register learners on mandatory units within a Qualification.

In order to identify the correct unit code(s) to register your learner(s) on, navigate to the **'Units'** tab of the cohort. This will give you a list of available units within the qualification you have selected. You can search for specific units using the Search box, increase the number of units you can see at any time by selecting a new number from the 'Show XXX entries' field, or sort the information by any column by clicking the relevant header:

000140			
hort Home   Units	Learners   EVs   Custo	m   Exam Bookings	
v 25 - entries			Search:
	A		
	<ul> <li>Unit Code</li> </ul>	Unit Title	P Unit Group
15/5942	1384519	Understanding Measures Set 4	Group A
15/5942	1383073	Understanding Measures Set 1	Group A

Once you have completed your registration file, save this to a secure location and continue with the Registration Upload process.

You will now be able to add registrations to your cohort by clicking the Registration Upload button located in the top right of the cohort screen.

interstation + conten				Actions	
5000141				And and Paralise	
Cohort Home   Units   Learners	EVs   Custom   Exam Bookings			Desistanting to be ad	
				Registration Upload	
ohort Details 🧷			Status: Approved	Add Achievement	
	A			Your Recent Activity	
000141	5000141				
art Date	End Date	Oreaniser	Max Registrations		
3/04/2023 12:52	05/05/2023 12:52	Not Supplied	Not Supplied		
o of Resources	Est Num Attendees	Purchase Order	In Progress Registrations 0		
lot Supplied	Not Supplied	.::jk:t	0		
ite And Qualification 🥒					
ntre		Site			
236:LUNE Valley		1236.0001:Lune Valley College - Li	une Campus		
ualification					
27464: Ascentis Pre-Entry Level Awa	rd in Digital Documents				

Enter a name for your Registration Import File and choose the file you have created using the **'Choose file'** button, and select **'Import'**. You can also add notes to your Registration Import if required:

reporting contacts	Autom Conorts + Documents				
		- + + + <b>+</b> → Th	is PC → Desktop →		
		Organise 🛩 New folde	er		li 🔹 🔳 🔮
(D) Search		OneDrive - Ascent Desktop Documents Microsoft Teams Notebooks Pictures Recordings	Name New folder Y document tutorial MiS Report Request Form Raw data from SAP Raw data from SAP	Date modified 10/05/2022 15:31 24/05/2022 11:15 31/05/2022 08:56 24/05/2022 11:10 24/05/2022 15:19 31/05/2022 09:24	Type Size File folder File folder Microsoft Word D 27 Microsoft Excel M 2 Microsoft Excel M 22
File Upload File (CSV, XLS, XLSX) Name:	Choose file No file chosen Registration file 1	This PC	4		
Default Cohort:	5000067: testtest	Filen	ame: Registration File	/	All Files
Purchase Order Number	1951918			L	Cancel
Note:	This is a registration import for cohort 123456	Impor	t Cose		

### 3.4 Error checking and validation

Once your file has been processed, the Registration File will go into the **'Current Files List'** section of the Registration Upload screen. By clicking the **S** icon next to your Import File, you can then review and amend your Learner Registration Data:



The Import File Details screen will show you a summary of your Learner Registration file, including each individual learner to be imported, a duplicate Learner check if the learner is a potential duplicate and overall import statistics. If the Learner information is accepted and in the correct format, the learner will be displayed in green.

If there are any issues, such as potential duplicate registrations, the line will be displayed in yellow. The Learner import can still be processed, however it is important that the information is checked before proceeding.

ort File Details																
Revalidate All Add New Row Revali	Sate and Import	ly Duplicates 🗹 Hide Processed 🗍 Hid	e Non Duplica	tes												
tails																
Learner First Midd Code Name Nam	le Last DOB Qual. Code e(s) Name		Site Code	[Reg. Date]	Reg Group L Code	JLN Ge	ender 1	treet	Street S	Street 3	Town Co	unty P	ostcode	Country	Special Need	Ethni Origi
John	Smith 2719 (Ascentis Entry Lev	el Certificate in English Skills (Entry 3))	1236.0001	01/04/2023		No Su	ot ipolled								Not Yet Set	Asian or Asian British- Indian
John John	Smith 2719 (Ascentis Entry Lev Smith 2719 (Ascentis Entry Lev Entror List	el Certificate in English Skills (Encry 3)) el Certificate in English Skills (Encry 3))	1236.0001	01/04/2023		No Su No Su	ot ipplied								Not Yet Set Not Yet Set	Asian or Asian British Indian or Asian British Indian
jon jon	Smith 2719 (Accentis Entry Lev Smith 2719 (Accentis Entry Lev Error List Field Name	ei Certificate in English Skills (Ency 3)) ei Certificate in English Skills (Ency 3)) Error Message	1236.0001	01/04/2023		No Su No	ot ipplied ot ipplied		Sevi	erity	]				Not Yet Set Not Yet Set	Asian or Asian British Indian Asian British Indian
john john Total 2 Note	Smith 2719 (Accentis Entry Lev Smith 2719 (Accentis Entry Lev Error List Field Name Date of Birth	el Certificate in English Skills (Ency 3)) el Certificate in English Skills (Ency 3)) Error Message Date of Birth must not be en	1236.0001 1236.0001	01/04/2023		No Su No	ot isoolied		Sevi	erity r	•]				Not Yet Set Not Yet Set	Asian or Asian British Indian Asian British Indian
john john Testa Visito Visito Visito	Smith 2719 (Accentis Entry Lev Smith 2719 (Accentis Entry Lev Error List Field Name Date of Birth Qualification Code/Unit Code	el Certificate in English Skills (Ency 3)) el Certificate in English Skills (Ency 3)) Error Message Date of Birth must not be em Qualification does not contail	1236.0001 1236.0001 PFy 1this unit	01/04/2023		No Su No	ot icolled ot icolled		Sevi Error Error	erity r					Not Yet Set Not Yet Set	Asian or Asian British Indian Asian British Indian
John John Total 2 Veid 0 Invelid 2	Smith 2719 (Accentis Entry Lev Smith 2719 (Accentis Entry Lev Error List Field Name Date of Birch Qualification Code/Unit Code Qualification Group Code	el Certificate in English Skills (Ency 3)) el Certificate in English Skills (Ency 3)) Error Message Dete of Birth must not be em Qualification does not contal Qualification droup Code is n	1236.0001 1236.0001 pty this unit equired when	01/04/2023 01/04/2023 the unit is in a	ultiple groups	No Su No	ot isolied		Sevi Error Error Error	erity r					Not Yet Set Not Yet Set	Asian or Asian Britisp Indian Asian Britisp Indian

If there are any absolute errors, such as missing mandatory information, or incorrect unit codes, the line will be displayed in **red**. In this instance, the registration line must be cancelled and/or resubmitted before proceeding with the Learner registration.

In any circumstance where the Learner Import is **not green**, further information as to the nature of the error can be found by clicking the **set in the set in the se** 

If any errors are found which prevent the Learner Registration File from being processed, one of two methods must be used to rectify this:

- 1. The data must be removed by clicking the 🙁 icon next to the relevant line(s) flagged as erroneous.
- The Import file must be cancelled, amended and resubmitted. This can be done by clicking **'back'** at the top left hand corner of the screen, and then selecting the <sup>¥</sup> icon next to the relevant Registration Import file. Once the Registration Import file disappears, it can be resubmitted using the method described above.

### **3.5 Confirmation and processing**

Once you are satisfied with the Registration File and the data has been validated, select the **'Revalidate and Import'** button at the top of the screen to process your Learner Registration file:

Import File Det	ails																						
Back Revalidate A	II Add Nev	N Row	Revalidate an	d Import	Hide Valid	Hide Processed Hide Non Duplicates																	
ile Details																							
	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code		Site Code	[Reg. Date]	Reg Group UL Code	N Gender	Street S 1 2	treet S 3	treet Town	County	Postcode	Country	Special Need	Ethnic Origin	SCN	Learner Import Id	Unit Group Code	Pathwa <u>:</u> Code
о & н				,	26/03/1950	2520 (Ascentis Level 1 Diploma in Skills for Ei	nployment in the Constructi	2.0001	01/05/2023		Not Supplied							Not Yet Set	Aslan or Aslan British- Indian		1		D
	Total:1 Valid:1 Invalid:0	Note									Save												
			-	-	-			-	-			-		-	-	-	-	-	-		-	-	-

This will move your Learner Registration File from 'Current Files List' to 'Files Processed':

Registration Upload				
Uploaded By Centre All	* File Name	Search		
Current File List				
File Name	Records	Created	Modified	Created
S S x error	2	20/04/2023 09:33:32	20/04/2023 09:33:32	
Shana test 123	1	19/04/2023 11:37:05	19/04/2023 11:37:05	
S S Reg file	1	18/04/2023 17:33:19	18/04/2023 17:33:19	
File Name	Records	Created	Modified	Created B
	6	19/04/2023 12:51:43	19/04/2023 17:52:33	created b
S S one	6	19/04/2023 17:36:03	19/04/2023 17:36:15	
Sam139	12	19/04/2023 11:48:22	19/04/2023 11:54:43	
S LS Test 19.04.2323	6	19/04/2023 11:42:05	19/04/2023 11:48:36	
S Usa and Karen Testing	8	19/04/2023 11:36:30	19/04/2023 11:42:46	
	1	19/04/2023 11:31:41	19/04/2023 11:41:02	
📀 🐒 Shana test	12	19/04/2023 11:33:55	19/04/2023 11:39:53	
Si Shana test     Si TEST 1			19/04/2023 11-19:40	
Shana test     Si TEST 1     Si Susanne Garth	15	19/04/2023 11:16:55		
	15	19/04/2023 11:16:55 18/04/2023 17:38:15	18/04/2023 17:39:46	

You will now be able to see your newly imported Learner(s) within their Cohort, or via the **'Learners'** screen:

ts search > Conort				
nort Home   Facilitators   U	nits   Learners   EVs   Custom	Notes   Exam Bookings		
10 - entries				Search:
Learner Code	First Name	🕆 Last Name	Registration Status	
Type to filter	Type to filter	Type to filter	Select values	
1295046	Beth	Smith	Complete	01/04/2023
1295047	Sarah	Thetest	Complete	01/04/2023

### 3.6 Managing duplicate Learner registrations

On occasion, you may register learners in Parnassus who have previously registered on other qualifications/cohorts. This process can be managed when registering your learners using the 'Potential Duplicate' button next to your learner registrations.

If a learner is identified as being a potential duplicate an icon will appear next to them:

st Midd	le Last	
me Nam	e(s) Name	DOB
n	Smith	01/02/
	n	n Smith

Once this button is clicked, Parnassus will give you the option to either merge the learner with an existing one, or create a new learner:

reate New Learn	er Close					
Name	DOB	Learner Code	ULN	Created	Postcode	Last Reg
John Smith	01/02/1988	1295047		11/05/2023	LA1 1BG	Lune Valley College - Lune Campus (1236.0001)
se John Smith	01/02/1988	1295125		01/06/2023		Lune Valley College - Lune Campus (1236.0001)

Once a selection is made, Parnassus will revalidate the relevant learner(s) and they will display in green with a tick if valid:



If there are any issues/discrepancies, the learner will show in yellow with an error report button which can be clicked to identify the issue:

		Learner Code	First Name	Middle Name(s)	Last Name
0	×	1295047	John		Smith

NB: If no choice is made the default action will be to create a new learner. Please check for the duplicate learner button before proceeding with your registrations

### **3.7 Additional unit registration**

During learner registration, if you chose <u>not</u> to include unit code(s), you will have the opportunity to register additional units at a later time. To do this, click on the relevant cohort and select the Registration Upload button.

Below you can see the same registration form as previously mentioned. You can use the original registration form that was uploaded to the cohort to update the additional units.

It is recommended to reuse the original form as this already contains the information for the learners and ensures the details remain consistent when additional units to a learner.

It is important to remove any Unit ID's have already been registered however as this would cause an error as it would try to register the learner twice for the same Unit ID.

Including the Learner code ensures that a duplicate won't be created when uploading additional information for an existing learner.

0	P	Q	R	S	Т	U	V	W	Х	Y	Z
Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10	Unit 11	Unit 12

When adding results/learner achievement on Parnassus via Quick Grade Entry for <u>Ascentis Access</u> to <u>HE qualifications</u>, please ensure that only <u>one</u> unit is selected per upload.

This is to ensure that learners results are moderated accordingly for Quality Assurance purposes. Please do not include learner achievements for multiple units within one upload.

### **3.8 Reporting – Attendance list**

Attendance lists are now located within the "Reporting" heading located at the top of the page.



Once you have clicked Reporting, please click "Custom Reports" and then "Attendance Lists".

Reports			
Loading Reports From http://ec2amaz-orvirf1/Report	:Server/ReportService2005.asr	TIX	_
OStandard Reports			
Custom Reports			
Achievement List	Cohort ID		
Attendance Lists			
ESOL Assessment Task Tracker	Centre Id	Lune Valley College	Ψ

Here we see the "Attendance List" report. Once selected it will ask for a Cohort ID. Entering the Cohort ID will show the

attendance list for that cohort. From here you can select the save icon to download a copy which will then make the report editable.

Doporte						
Reports	Report Viewer					
	Close					
Ostandard Reports	I4 <b>(</b>	1 of 1	> > @			
Achievement List Attendance Lists ESOL Assessment T	Atten	dance li	st for all (	Controlle	d	Ascentis
	Asses	sments				Awarding Organisation
	Lune Valley Co	llege - Main Site				
	Qualification	Code 2867				
	Qualification	Title Ascentis E	Entry Level Award in ESC	DL Skills for Life (Reading	g) (Entry 1)	
	Cohort ID	5000979				Test Date:
	Learner Code	Last Name	Middle Name	First Name	DOB	Signature of Learner
	1357369	Three		Ascentis	20/06/1979	
	1357563	Fivee		Ascentis	20/08/1998	
	1357563 1357564	Fivee One		Ascentis Ascentis	20/08/1998 20/12/1994	
	1357563 1357564 1357565	Fivee One Speak		Ascentis Ascentis Ascentis	20/08/1998 20/12/1994 20/12/1968	
View Report	1357563 1357564 1357565 1357566	Fivee One Speak Speakinggg		Ascentis Ascentis Ascentis Ascentis	20/08/1998 20/12/1994 20/12/1968 20/02/1957	
View Report	1357563 1357564 1357565 1357566 1357567	Fivee One Speak Speakinggg Testonee		Ascentis Ascentis Ascentis Ascentis Ascentis	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/00/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568	Fivee One Speak Speakinggg Testonee Two		Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568	Fivee One Speak Speakinggg Testonee Two	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis r of Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568	Fivee One Speak Speakinggg Testonee Two	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis r of Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568 Invigilator's Na	Fivee One Speak Speakinggg Testonee Two ame (Please Print)	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis r of Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568 Invigilator's Na	Fivee One Speak Speakinggg Testonee Two ame (Please Print)	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis rof Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568 Invigilator's Na	Fivee One Speak Speakinggg Testonee Two ame (Please Print) gnature	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis r of Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	
View Report	1357563 1357564 1357565 1357566 1357567 1357568 Invigilator's Na	Fivee One Speak Speakinggg Testonee Two ame (Please Print) gnature	Numbe	Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis Ascentis rof Learners: 7	20/08/1998 20/12/1994 20/12/1968 20/02/1957 20/10/1971 20/01/1971	

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### **3.9 Reporting – Achievement List**

Achievement lists are a type of report that can be used to see which learners have had their grades claimed for against a specific Cohort or Qualification.

Ascentis w	orkflows	Centres	Learners
Reports			
Loading Report	ts From ht	tp://ec2amaz-o	rvlrf1/ReportSe
Ostandard Re	ports		
Custom Rep	orts		
Achievement	List List - by Qua	alification	

Here we can see that this report lives within Custom reports within the Reporting tab located at the top of the page.

As mentioned, there are two types of Achievement report.

Cohort Number	
Centre Id	Lune Valley College

The report simply labelled "Achievement List" will ask for a Cohort ID

Centre Id	Lune Valley College
Qualification	Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)

The report labelled "Achievement List – by Qualification" will ask for the Qualification you would like the check the achievements for. This is useful as the Achievement list by Qualification will search across all cohorts which have that qualification were as the first report will only search for one cohort at a time. Both are useful depending on what data you are compiling.

On the next page we can see an example of what one of these Achievement reports looks like.

Report Viewe	r						
Close							
⊲ <	1 of 1 > D	>  (		÷			
Achie	vement List					Awarding	Centis Drganisation
Centre Name:	Lune Valley College- Lune Va	alley College - N	ain Site				
Qual Title:	Ascentis Entry Level Award in	n ESOL Skills for	r Life (Reading) (B	Entry 1)			
Cohort ID:	5013410						
(1421405) Af	ternoon Fouru		Date of	Birth: 05/11	/1995		
Unit Code	Unit Title		QCA C	ode Le	evel Credits	Grade	Date
10858	ESOL Skills for Life Reading (Entry	1)	D/506/	1570 En	try 1 6	Achieved	17/03/2025
(1421407) Af	ternoon Twou		Date of	Birth: 03/11	/1999		
Unit Code	Unit Title		QCA C	iode Le	evel Credits	Grade	Date
10858	ECOL Chills for Life Deceliant (Entry	1)	D/FOC/	1570 5-	+m.1 C	Achieved	17 102 10005

### Important – The Attendance list is a required document for the IQA and EV Process. This Report must be printed off and signed by learners and any exam staff involved in the assessment.

### 3.10 Online Exam Bookings

Once a registration file has been uploaded and the learners are appearing on the cohort, exams can now be scheduled. Within the Cohort itself, you can see an option for "Exams bookings" at the end of the row of headings.



After clicking this heading, you will be presented with a new view.

🔼 My Profile 🛛 🙆 Awardii	ng Organisat			narnassus ascentis co uk sa							All Bookman
Work Work	kflows Centres			Are you sure you want to submit the	nese learners to your exa	m system?					ی ا
Cohorts Search > Cohort					OK	Cancel			Actions		
SOQ Test Cohort Home   Uni	its   Learners   E	Vs   Custom   Exam I	lookings						Subi	nit Bookings	
Cohort Details							St	atus: Approved	Your R	cent Activity	
Cohort Number 5000539			Cohort Title SOQ Test		Purchase Order 21352352						
Centre 1236:Lune Valley Colle	ege		Site 1236.0001:Lune Valley College - Ma	ain Site	Qualification 127252: Ascentis	evel 1 Award.	d in Healthy Liv	ng			
Booking Details											
Unit 1384553: Healthy Liv	ing							;			
Start Date 31/01/2024		End Date 02/02/2024	Ħ								
Select Learner(s)											
				Search:							
Select 🗆	Learner Code	First Name	🍦 🛛 Last Name		DOB	🕴 Extra Tim	ne 💡	tegistration Date			
	Type to filter	Type to filter	Type to fi	lter							
	1356211	Parnassus	Demo		17/04/1999	0%	19	9/01/2024			
	1356212	Parnassus	Testdemo		22/05/2002	0%	18	9/01/2024			

Here we are presented with options for booking an exam. In the middle of the page, you will find the Unit drop down box where you can select a unit.

Once a unit is selected you will see a list of learners who are registered for this cohort and are available for scheduling. "Start Date and "End Date" now needs to be entered. Now the details for the exam have been entered you can select which learners will take this exam. Once done, select the "Submit Bookings" option in the top right of the page. A confirmation will appear at the top of the web page confirming if the details are correct.

The Exam Booking will now move to Surpass where the key codes and exam details can be viewed. Exams are voided in Surpass and no longer require action from within Parnassus itself. Once taken, the results will be sent from Surpass back into Parnassus.

### The leaners will free up automatically in Parnassus if they did not achieve, were absent or were voided from their exam. They can then be rebooked as seen above. (Subject to qualification resit restrictions)

### 4 ENTERING RESULTS

Results are added to Parnassus via 'Quick Grade Entry'. Unlike Learner Registration, there is no Import File for Results Upload.

### **4.1 Entering Results**

To add Results to a Learner(s), navigate to the Cohorts Menu option, search for and select your Cohort, and click the green **'Add Achievement'** button on the right-hand side of the screen:

				Actions
				Lindata Statue
Cohort Home   Units   Learners	EVs   Custom   Exam Bookings			Registration Linkard
				Add Achievement
ohort Details 0			Status: Ap	oproved
about M. and as	Colorer Teda			Your Recent Activity
5000144	Conort libe			n .
tart Date	End Date	Organiser	Max Registrations	
11/04/2023 17:34	30/04/2023 17:34	Not Supplied	Not supplied	
o of Resources	Est Num Attendees	Purchase Order	In Progress Registrations ()	
lot Supplied	Not Supplied	ertertert	0	
ite And Qualification				
ite And Qualification				
ientre.		Site		
1236:LUNE Valley		1236.0001:Lune Valley College - Li	une Campus	
hualification				

From the drop-down menus, you can choose to add results to one or all Units within a Cohort of Learners. Once you have chosen your Unit(s), enter a Default Date and Grade for your results, and

Eohort Number	5000463	Find		
Title	AC TEST REPORT			
Site	1236.0001: Lune Valley 0	College - Main Site		
Qualification	127244: Ascentis Entry 3	Award in Introduction to British	Values	
Start Date	04/01/2024	End Date	31/01/2024	
Status	Approved			
				Cancel
Ientre	Lune Valley College	- Main Site: 1236.0001		T
Centre Site	Lune Valley College	- Main Site: 1236.0001 Illey College - Main Site		·
Centre Site Qualification	Lune Valley College 1236.0001: Lune Va Select Qualification	- Main Site: 1236.0001 illey College - Main Site 		* * *
Centre Site Qualification Reg Group Code	Lune Valley College 1236.0001: Lune Va Select Qualification All	- Main Site: 1236.0001 illey College - Main Site		
Centre Site Qualification Reg Group Code	Lune Valley College 1236.0001: Lune Va Select Qualification All	- Main Site: 1236.0001 Illey College - Main Site 		* * *
Centre Site Qualification Reg Group Code	Lune Valley College 1236.0001: Lune Va Select Qualification All	- Main Site: 1236.0001 Illey College - Main Site 		* * *
Centre Site Qualification Reg Group Code	Lune Valley College 1236.0001: Lune Va Select Qualification All	- Main Site: 1236.0001 Illey College - Main Site 		*
Tentre Qualification Reg Group Code Default Date	Lune Valley College 1236.0001: Lune Va Select Qualification All 05/01/2024	- Main Site: 1236.0001 Illey College - Main Site 		× × ×

Click 'Select Learners':

On the next screen you will be asked to select the Learner(s) you wish to add a result to. Select the tick box next to the Learner(s) you would like to add a result for and then click 'Enter Grades':

Outick	Crada	Entra
QUICK	Graue	Entry

	Learner Code	First name	Last name	DOB	Registration Date	
	1247130	Mary	Black	06/02/1982	17/05/2022	
~	1247128	Bob	Smith	01/02/1988	17/05/2022	
~	1247129	James	White	02/06/1982	17/05/2022	

Once you have confirmed the learner(s) you would like to enter the results for you will have the opportunity to add, remove or edit results for the learners registered unit(s) result(s). The default grade and achieved date you selected within the previous window will be auto-populated, however you are able to edit these details if required:

The Leaners will only populate automatically here if they have units registered, otherwise the units will need to be added manually.

13 C	5000187: 5000187				Cohort Dates 17/0	5/2022 to 02/06/2023	3			
é : fication : iroup Code :	Lune Valley College - 127056: Ascentis Lev All	Lune Camp 6 1 Award i	us: 1296.0001 n Mathematical Skills - Ur	iderstanding and Using 20 Shapes	Stel: 1234 Unit: All	10001: Lune Valley G	olege - Lune Campus			
ter results fo	r units already register	ed without	a grade							
Show these units										
ast Name	First Name	ULN	Learner Code	Qualification Code	UAN	Unit Code	Unit Title	Date	Grade	
inith	Bob		1247128	127056	H/503/3169	1385136	Understanding and Using 2D Shapes Set 4 (a Assessment Single Unit)	31/05/2122	Pass	
								(	- No Grade 8	(66/e3 -
	in mar		1247129	127056	H/503/3169	1385138	Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit)	31/05/2022	Pass	
anite	TRUCH									

If there are units which do not appear in the section above, you will also be afforded the opportunity to add these results to the learner(s) in the second section of the window:

arner Code	All Learners 👻	Pathway	Default
sit	O (1383187) Understanding and Using 2D Shapes Se	rt 1	
sessment Date	20/09/2022	Grade	Pass
Add		0.000	

NB: If you are unable to see the correct units for results to be added against, it may be that you are adding results to the incorrect cohort, or the learner(s) is not currently registered on the correct unit combination. Please ensure you have checked both these things before attempting to add additional unit results via this screen.

Once you are happy that all your results appear correctly, name your file and select 'Save and Create Import File':

nter deta		
name 500	0067.20/09/2022	
Save and (	reate Import File Back	

NB: It is highly recommended that the name of your results file is kept consistent to allow you to quickly identify which file is in reference to which results. Ascentis recommends that a format of \*Cohort Number\*:\*Today's date\* is used as per the example above

Once you have created your import file, you will be given an opportunity to check the validity of the information you are submitting. This process is similar to the one discussed in section 3.3 **'Error checking and validation'**. The Results File Details Screen will show you a summary of your Learner Results file, including each individual result to be imported, a duplicate results check if the result is a potential duplicate, and overall import statistics. If the result added is accepted and in the correct format, the result line will be displayed in green.

If there are any potential issues, such as duplicate results the line will be displayed in yellow. The result import can still be processed, however it is important that the information is checked before proceeding. If there are any absolute errors, such as missing mandatory information, or incorrect unit results the line will be displayed in **red**. In this instance, the result line must be cancelled and/or resubmitted before proceeding with the results import. In any circumstance where the line in the results file is

Import F	ile Details									
Beck S	ummary Report Reval	idate Validate	and Send Ad	d New Row						
File Details										
	Learner Code	First Name	Last Name	Site - Qualification		Mark	Unit Code	Unit		Re
0	1247128		Crick	1236.0001 - Ascentis Level 1 Award in N	Methematical Skills - Understanding and Using 2D Shapes		1385138	Understanding and Usi	ng 2D Shapes Set 4 (e-Assessment Single Unit)	0
0	1247129	James	White	Error List					2D Shapes Set 4 (e-Assessment Single Unit)	0
0 #	# 1247128	Bob	Smith	Field Name	Error Message			Severity	2D Shapes Set 4 (e-Assessment Single Unit)	0
	Total 3	Note		Maximum Resits Would be Exceeded	Uploading grades within this file for unit 1385138, would exceed th	e number of re	sits allowed being (	0) Error		
	Valid:1 Invalid:2							Cose		
L			-						4	

NOT GREEN, further information as to the nature of the error can be found by clicking the icon next to the relevant registration import:

If any errors are found which prevent the Results File from being processed, one of two methods must be used to rectify this:

- 1. The data must be removed by clicking the 🗱 icon next to the relevant line(s) flagged as erroneous.
- The import file must be cancelled, amended and resubmitted. This can be done by clicking 'Back' at the top left hand corner of the screen, and the selecting the <sup>\$\$\$</sup> icon next to the relevant Results Import file. Once the Results import file disappears, it can be resubmitted using the method described above.
- 3.

NB: If you choose to remove a <u>single line(s)</u> from the results file, you must also click the 'Revalidate' button at the top of the screen to allow the system to recheck the data before validating and sending.

If you need to add a new row at this stage, you can complete this action by clicking the add row button next to validate and send. If you then fill out the screen which pops up can enter a new row.

New Pow	Add Item	
I NEW KOW	Learner Code	
	Learner Identifier Value	
	Cohort Number	
	Qualification Code	
	Qualification Group Code	
	Pathway Code	
	Unit Code	
	Unit Mark	
	Grade	
	Assessment Date	

Request Full Certificate Request Partial Certificate Request Unit Certificate Include On Award	
Purchase Order Number	2343245
Alternative Achievement	
Planned Exemption Code	
Equivalency Code	
Exempting Qualification	
Exempting Units	
Element Code	
Ac	id & Close Add Row Clear Close

### 4.2 Confirmation and Processing

Once you are happy with the results file and the data has been checked, select the **'Validate and Send'** button at the top of the screen to process your Results file:

Back	Sum	mary Report Rev	validate Valid	late and Send	Add New Row		
e Detail	s						
		Learner Code	First Name	Last Name	Site - Qualification	Mark	Unit Code
>	×	1247128	Bob	Smith	1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes		1385138
>	×	1247129	James	White	1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes		1385138
		Total:2 Valid:2 Invalid:0	Note				Save

This will move your results file from 'Current File List' to 'Files in Processing':

Lipiceded By Centre Ar		✓ Fit Name	in the second				
Current File List							
File Name	Records	Created	Modified	Created By	Status	Centre Code	Centre Name
O 🗐 🗰 teger	3	18/09/2022 19:09:51	15/09/2022 15:09:51		trong		
🖸 🗑 🗰 resurs	,	14/59/2022 14:19/31	14/99/2022 14/19:31		fotog		
Files in Processing							
File Name	Rec	cords Created	Modified	Created By	Status	Centre Code	Centre Name
O 🗐 # 🗟 1000007 20/09/200		20/09/2022 20-Kn H2	20/09/2022 08:45:55	4			
Files Processed							
NO FIES							

At this stage in the results process, your submitted results will be processed in one of two ways:

### 4.3 Direct Claims Status (DCS) Results

If your centre currently has DCs for the results you have submitted, you will receive an email from Ascentis when they have been processed

ear Colleague								
he following res /ith the note: ubmitted by	ults for y	our grade file	'5000087:20	/09/2022	' have now bee	en processed.		
atch Name: 500 urchase Order F	0087:20 Referen	)/09/2022 ce: 1951918						
atch Name: 500 urchase Order F	0087:20 Referenc	)/09/2022 ce: 1951918 Forename	Surname	Grade	QRN Code	URN Code	Status	Unit Certificate Requested
atch Name: 500 urchase Order F .earner Code 1247128	0087:20 Referenc	0/09/2022 ce: 1951918 Forename Bob	Surname Smith	Grade Pass	QRN Code 127056	URN Code 1385138	Status Accepted	Unit Certificate Requested

Once this has been done, you will receive an automated email advising that your results have been fully processed. The results file will also move down to the third section of the Results Import screen to **'Files Processed'**. The results have been successfully imported and added to the relevant learner(s).

### 4.4 Non-Direct Claims Status (DCS) Results

If your centre does not have DCS for the result(s) you have submitted, you will be unable to proceed with the results submission until your results have been verified by your dedicated Ascentis verifier. You can identify results of this nature via the **'Status'** column in the main Achievement Upload screen. The status will be **'Needs EV Approval'**:

File Name	Records	Created	Modified	Created By	Status
5000087:20/09/2022	2	20/09/2022 09:41:42	20/09/2022 09:45:55		Needs EV Approval
les Deserved					
les Processed					
o Files					

After your results have been verified, you will receive an automated email advising that the result(s) have been processed, and the results file will move to the **'Files Processed'** section of the Achievement Upload screen.

Dear Colleague								
The following res With the note: Submitted by Batch Name: 500 Purchase Order F	ults for y 0087:20 Referen	your grade file 0/09/2022 ce: 1951918	'5000087:20	)/09/2022	' have now be	en processed.		
	ULN	Forename	Surname	Grade	QRN Code	URN Code	Status	Unit Certificate Requested
Learner Code		Bob	Smith	Pass	127056	1385138	Accepted	
1247128		000						

In either instance of result submission (either DCS or non-DCS), once the learner is ready for certification, their Registration Status will update within the cohort to reflect this. They will change from **'In Progress'** to **'Cert. Due'**:

rt Home   Units   <b>Learn</b>	ers   EVs   Custorn   Exam Bookings			
10 + entries				Search:
Learner Code	First Name	Last Name	Registration Status	<ul> <li>Registration Date</li> </ul>
Type to filter	Type to filter	Type to filter	Select values	
1295046	Beth	Smith	Complete	01/04/2023
1295047	Sarah	Thetest	Cert. Due	01/04/2023

### **5 CERTIFICATION**

Once a learner has completed a qualification within a cohort Ascentis will generate the relevant certificate(s) for you. You will be notified by an automated email once the certificates are available. If you are expecting paper copies of the certificates, they will be printed and posted as usual.

If you wish to download eCertificates for your learners, they will be available once you have received your email notification. To view and/or download the eCertificates navigate to Certificates -> eCertificates:

ertific Show	ation Already Generated	Validate Certif eCertificates & Downloaded	icate				
ow	10 👻 entries					Search:	
	Batch #	▼ Site	eCerts	🔶 Status	Downloaded	Created By	• ÷
>	1320454	1236.0001	1	Ready To Generate	No	N/A	
>	1320453	1236.0001	1	Ready To Generate	No	N/A	
D	1320452	1236.0001	1	Ready To Generate	No	N/A	
>	1320450	1236.0001	3	Ready To Generate	No	N/A	
							•
owing	g 1 to 4 of 4 entries						Previous 1 Next

To generate the eCertificates, click the <sup>O</sup> icon. A .zip folder will download to your default download location. Once clicked, you will be able to view, save and print the certificates as required:

≥ 1236.0001 127056 1247128 Bob × +			isc						
→ C	01%20Batc 🟠 📬	··· 🥥 🖶							
		<b>B</b> 2 \$							
is file has limited permissions. You may not have access to some features. View permissions		×					Actions		
			wnloaded	Sear	ch:	0	Your Recent Activi Site: ACCRINGTON 8 Inc Lancashire Adult	y ROSSEND Learning)	ALE COLLEGE (Nelson a - Broad Oak Campus (2)
Awarding Organisation	File Home	Share View Con	Extract pressed Folder Tools	1236.0001 Batch 1319434 2 Ce	rtificates		LENITE: ALCHINGIO	V& RUSSE	
/ warding organisation	Vith ( 🗧 🗎 🔺 🕇 🖪	→ This PC → Desktop	1236.0001 Batch 131943	4 2 Certificates					
	Ouick access	^ Name		Туре	Compressed size	Password		Ratio	Date modified
	Desktop	1236.0001 12	2056 1247128 Bob Smith	Microsoft Edge PDF Docu	763 KB	No	764 KB	1%	20/09/2022 14:36
	L Downloads	1236.0001 12	7056 1247128 Bob Smi	Microsoft Edge PDF Docu	833 KB		834 KB		20/09/2022 14:36
This is to certify that	Documents		7056 1247129 James W	Microsoft Edge PDF Docu	763 KB	No	764 KB	1%	20/09/2022 14:36
	Pictures	2 1236.0001 12	2/056 124/129 James W	Microsoft Edge PDF Docu	833 KB		834 KB		20/09/2022 14:30
Bob Smith	Complete Migration								
has successfully completed	User Guide	ent							
Ascentis Level 1 Award in Mathematical Skills - Understandin	g an This PC								
at	Documents	1							
Lune Valley College - Lune Campus	Music  Pictures  Videos								
	Windows (C:)								
	Shared (2:)	V C							
	<ul> <li>tems   1 item sele</li> </ul>	ected 703 KB							

Once you have downloaded the eCertificate batch, the eCertificates will move to the 'Already Generated & Downloaded' section of the eCertificate screen. To view and download previously generated eCertificates, click the **'Show Already Generated & Downloaded'** tick box at the top left-hand side of the screen. You will then be able to view an archive of all eCertificates generated:



### 6 LEARNER MANAGEMENT

There are two main methods of individually managing your learners in Parnassus, depending on what you wish to do with them.

For a summary view of learner information, it is best to use the **'Learners'** option via the main Parnassus screen:

Centres	Learners	Certificates 👻	Reț
-		_	_

Via the Learner Screen you will be able to search for your learners using a number of different criteria:

			2	Received 1	
		Centre	Lune Valley College	Code	<u>i</u>
		Site	All	Name	
				ULN	
			Advanced Search Options	SCN	
				Postal Code	
Lear	rner Code	First Name		Previous Learner Codes	Gender
12471	130	Mary		Event Number	Female

Once you have identified your learner, click the 
 icon to open the learner record. From here you
 will be able to view key learner information, such as date of birth, gender, learning difficulties
 information, registered qualification, cohorts and certificates:

it Name *	Mary 🚺 🥥	Middle Names	R)	9	Last Name *	Black	10
•	Not Supplied 👻	Learner Code	1247130		ULN 0 +		
B *	06/02/1982	Ethnic Origin	Not Supplied	*	Gender *	Female	•
10		Nationality	Not Supplied	*			
tails Access Reg Oual/Uni	strations <u>Cohorts</u> <u>Certificates</u> <u>Documents</u>	Nationality	Not Supplied	Centre - Site	Status	Standalone Registration	Oualification Set

NB: You will be unable to edit learner information via this screen. If you require any amendments to your learner information, such as name changes or date of birth alterations, please contact Ascentis and we will be able to assist.

To view learner information on a cohort level, select **'Cohorts'** via the main Parnassus screen:



Select the cohort you wish to view and navigate to the **'Learners'** section of the cohort:

5000087					
0000007					
ohort Home	Units	Learn	ners	FVs	Custom

Through this learner screen you can withdraw/un-withdraw learners by clicking the  $\equiv$  icon next to the relevant learner:

Show 10	) 👻 entries	
	Learner Code	First Name
	Type to filter	Type to filter
Ę	1247130	Mary
Withdr	raw/Un-withdraw	Bob
	1247129	James

Once the learner has been withdrawn, their Registration Status will change to 'Withdrawn':

	Learner Code	First Name		Last Name	Registration Status	<ul> <li>Registration Date</li> </ul>		
	Type to filter	Type to fill	er.	Type to filter	Select values			
=	1247130	Mary		Black	In Progress	17/05/2022		
	1247128	Bob.	Learner Cod	le 🕴 First Name	Last Name		0 Registration Status	<ul> <li>Registration Date</li> </ul>
			Type to fills	er Type to filter	Type to filter		Select values	
		=	1247130	Mary	Black		Withdrawn	17/05/2022
			* 3 4 7 * 3.0	nak	Consiste		Permitere	17/07/0000

You can also click on the learners ID to see more information about their cohort registration, such as registration date, unit registrations and general cohort information:

	Contract of the second s				
Conort Home   Units   Learners   EVS	Qualification Units P	PLR Cohort Info Alternative Achie	wement Entry Requirements Q	Qualification Prerequisites	
how 10 - entries	Qualification Centre/Site	Ascentis Level 1 Award in Mathema Lune Valley College - Lune Valley Co	tical Skills - Understanding and Using kilege - Lune Campus (1236.0001)	( 2D Shapes	
Learner Code 🕴 Firs	t Name Pathway	Default	*		
Turne to filler	Qualification Set	[immediated]			
Type or mus	Qualification Code	127056	Status	Complete	
	ry Registration Date	17/05/2022	Reg Group Code		
1247128 Bol	D Expiry Dete		Extend Expiry	0	
1247129 Jan	Earliest Certificate Date	17/05/2022	Withdrawn		
	Last Assessment Date	31/05/2022	Unsuccessful		
howing 1 to 3 of 3 entries	Certificate Expires Date				
	Height	M	in Weight	KG st	ъ
	Study Mode	Not Supplied	* Assessment Language	ENG: English	•
	Total Credit Registered To	Date 1/1			
	Total Credit To Date	1/1			
	arade .	Pass			

### 7 DOCUMENTATION

Parnassus allows users to view, download and upload documents directly into the platform (dependant on the permissions of the user logged in).

There are two groups of documents in Parnassus, "Centre Documents" and "Assessment Documents".

**Centre documents** are files relating to your centre specifically such as EQA reports. Any **Assessment documentation** is found within the documents tab at the top right of the web page within the blue ribbon.

### 7.1 Viewing and Adding Centre Documents

To add or view <u>centre-specific</u> documents, such as Administration documents or Centre Training documents or Registration documents directly to your centre, navigate to the Centres section of Parnassus and select **'Centre Documents'**:

Centres Lear	rners Certificates <del>-</del> Reporti	ng Cohorts Centre Admir	- Documents			(.
LUNE Valley (1236) Centre Home   Contacts   C	entre Documents (3)					Actions
Centre Code 1236	Centre Status Approved	Old Code 1236	ukern not supplied	First Approved 29 Oct 2000	QAA Provider Number 080085	Your Recent Activity Centre: LUNE Valley (1236) Pin
Renewal Date 08 Apr 2029	Date Closed n/a	Renewal Status Renewed	Default Assessment Language English	Main Site Telephone 01524789654	Allow eCertification Yes	CONDIC DAY CERT (DOUDTHA) PIN
Allow printed Qualification Certificates Yes	Display CEA Logo on Certificate Yes					
Main Site Email		Main Site Website			Risk Rating	
contact@iunevalley.ac.uk Aain Site Address		FAKEORGANISATION.cor	n		High	
Lune Road, Lancaster, Lancashire	e, TESTING ONLY, LA3 1SW					
Groups Not in any Groups						
Unit Manage						

Via the Centre Documents screen, you will be able to view, download and upload documents that are specific to your centre. To view currently available centre documentation, such as Administration documents or Centre Training documents, click the **()** icon and the selected document will be downloaded. You are also able to leave or review notes attached to the document by selecting the **()** icon.

### 7.2 Viewing and Downloading Assessment Documents

To view and download documents that are not for your Centre only, such as Assessment papers, resources, EQA reports, select the main 'Documents' menu option.

Please be aware that when you first click onto this, the page will take around 10/15 seconds to load. To view specific documents, you will need to have the correct roles and permissions, please refer to page 34.

tow 10 - entries					Search:
Document Name	Туре	Linked To	Category	Created	+ Created By
Type to titler		Type to filter			
3 9 7111874 - Entry 3 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers [ESOL Ent	09/02/2022	AscentisBulkimport
7111870 - Entry 3 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers (ESOL Ent	09/02/2022	AscentisBulkImport
5 9 7111867 - Entry 3 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers (ESOL Ent	09/02/2022	AscentisBulkimport
5 C 7111864 - Entry 2 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers (ESOL Ent	09/02/2022	AscentisBulkimport
7111844 - Entry 2 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers [ESOL Ent	09/02/2022	AscentisBulkImport
5 9 7111841 - Entry 2 - ESOL - Speaking and Listeni		4 Qualifications	ESOL Practice Papers (ESOL Ent	09/02/2022	AscentisBulkimport
3 C 7111794 - Entry 1 - ESOL - Speaking & Listening		4 Qualifications	ESOL Practice Papers [ESOL Ent	09/02/2022	AscentisBulkImport
7110314 - Entry 1 - ESOL - Speaking & Listening		4 Qualifications	ESOL Practice Papers (ESOL Ent	08/02/2022	AscentisBulkimport
5 C 7110283 - Entry 1 - ESOL - Speaking & Listening		4 Qualifications	ESOL Practice Papers [ESOL Ent	08/02/2022	AscentisBulkimport
5 9 7108210 - 1384883 Fundamentals of Physics		Qualification: Access to HE Dipl	AHED Assignment Briefs 2019	03/02/2022	AscentisBulkimport

Documents can be searched in a variety of ways. We would recommend following this search format initially.

Clicking within the 'Category' search box will allow you to select a pre-existing search option. This is like QuartzWeb for those Centres who may have been familiar with this, where in QuartzWeb there was a Document Type such as ESOL Practise Papers and then a Sub-Type of ESOL Entry Level 1, this has been combined into ESOL Practice Papers [ESOL Entry Level 1 Practice] within Parnassus. You can choose from the Categories that show for you by clicking the dropdown or by starting to type within the Category filter 'ESOL' and then choose the relevant Category.

Document Name       Type       Linked To       Category       Available From       Available To       Hidden       Created By         Type to filter       Type to filter       Type to filter       Type to filter       FSOL Practice Paper       ESOL Practice Paper       ESOL Level 11       ESOL Entry 1 - ESOL - Speaking & List       A qualifications       ESOL Practice Papers [ESOL Level 2]       ESOL Practice Papers [ESOL Level 2]       ESOL Practice Papers [ESOL Entry Level 1 Practice]         4 1385 - Entry 1 - ESOL - Speaking & List       A qualifications       ESOL Practice Papers [ESOL Entry Level 2]       ESOL Practice Papers [ESOL Entry Level 2]       ESOL Practice Papers [ESOL Entry Level 2]         4 1385 - Entry 1 - ESOL - Speaking & List       A qualifications       ESOL Practice Papers [ESOL Entry Level 2]       ESOL Practice Papers [ESOL Entry Level 2]         4 1385 - Entry 1 - ESOL - Speaking and Li       A qualifications       ESOL Practice Papers [ESOL Entry Level 1]       ESOL Practice Papers [ESOL Entry Level 2]         4 1111 - Zip - Entry 1 - ESOL - Practice Pa       2 qualifications       ESOL Practice Papers       1/7/0/2023       1/7/0/2024         4 1109 - Zip - Entry 1 - ESOL - Practice Pa       2 qualifications       ESOL Practice Papers       1/1/2/2023       1/7/0/1/2024         4 1109 - Zip - Entry 1 - ESOL - Practice Pa       2 qualifications       ESOL Practice Papers       0/1/1/2/2023	N 10 - entries			Search:
Type to filter       Type to filter       FSOL Practice Papers         Solution       4 Qualifications       ESOL Live Papers (ESOL Level 1] ESOL Live Papers (ESOL Level 2]         Solution       4 Qualifications       ESOL Practice Papers (ESOL Level 2]         Solution       4 Qualifications       ESOL Practice Papers (ESOL Level 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Evel 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Evel 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Evel 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Evel 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 2)         Solution       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 3)         Solution       1 2 Qualifications       ESOL Practice Papers       101/12/2023         Solution       1 2 Qualifications       ESOL Practice Papers       101/12/2023       17/01/2024         Solution       1 2 Qualifications       ESOL Practice Papers       101/12/2023       17/01/2024         Solution       1 2 Qualifications       ESOL Practice Papers       101/12/2023	Document Name	Type 🕴 Linked To	Category     Available From      Available To	Hidden      Created      Created      Created By
41626 - Entry 1 - ESOL - Speaking & List       4 Qualifications       ESOL Live Papers (ESOL Level 1) ESOL Level 2]         41389 - Entry 1 - ESOL - Speaking and Li       4 Qualifications       ESOL Practice Papers (ESOL Level 2)         41387 - Entry 1 - ESOL - Speaking and Li       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 1 Practice)         41387 - Entry 1 - ESOL - Speaking and Li       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 2 Practice)         41385 - Entry 1 - ESOL - Speaking and Li       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 3 Practice)         41385 - Entry 1 - ESOL - Speaking and Li       4 Qualifications       ESOL Practice Papers (ESOL Entry Level 3 Practice)         41385 - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers. (SOL Tevel 1 Practice)         41110 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESO	Type to filter	Type to filter	×ESOL Practice Paper	
4 1389 - Entry 1 - ESOL - Speaking and LL       4 Qualifications       ESOL Level 2]         5 4 1387 - Entry 1 - ESOL - Speaking & List       4 Qualifications       ESOL Practice Papers [ESOL Level 2] Practice]         5 4 1387 - Entry 1 - ESOL - Speaking & List       4 Qualifications       ESOL Practice Papers [ESOL Entry Level 1 Practice]         5 4 1387 - Entry 1 - ESOL - Speaking & List       4 Qualifications       ESOL Practice Papers [ESOL Entry Level 2] Practice]         5 4 1111 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023         6 4 1109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         7 4 1109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         9 41107 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         9 41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         9 41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         9 41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers	9 41626 - Entry 1 - ESOL - Speaking & List	4 Qualifications	ESOL Live Papers [ESOL Level 1]	
41387 - Entry 1 - ESOL - Speaking & List. <ul> <li>4 Qualifications</li> <li>ESOL Practice Papers [ESOL Entry Level 2 Practice]</li> </ul> 41385 - Entry 1 - ESOL - Speaking and LL. <ul></ul>	🙆 41389 - Entry 1 - ESOL - Speaking and Li	4 Qualifications	ESOL Live Papers [ESOL Level 2] ESOL Practice Papers [ESOL Entry Level 1 Practice]	
41385 - Entry 1 - ESOL - Speaking and LL       Image: A Qualifications       ESOL Practice Papers [ESOL Entry Level 3 Practice]         41111 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers [ESOL Entry Level 3 Practice]         41110 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers.       01/12/2023         41110 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023         41109 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1 - ESOL - Practice Pa       Image: A Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1	9 41387 - Entry 1 - ESOL - Speaking & List	4 Qualifications	ESOL Practice Papers [ESOL Entry Level 2 Practice]	
41111 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024	9 41385 - Entry 1 - ESOL - Speaking and Li	4 Qualifications	ESOL Practice Papers [ESOL Entry Level 3 Practice]	
41110 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41109 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024	9 41111 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers [ESOL Level 1 Practice]	
Image: Market Solution       I	41110 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers 01/12/2023	17/01/2024
41107 - Zip - Entry 1 - ESOL - Practice Pa                2 Qualifications               ESOL Practice Papers             01/12/2023               17/01/2024                 41105 - Zip - Entry 1 - ESOL - Practice Pa               2 Qualifications               ESOL Practice Papers             01/12/2023               17/01/2024                 41105 - Zip - Entry 1 - ESOL - Practice Pa               2 Qualifications               ESOL Practice Papers             01/12/2023               17/01/2024                 41105 - Zip - Entry 1 - ESOL - Practice Pa               2 Qualifications               ESOL Practice Papers             01/12/2023               17/01/2024	41109 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers 01/12/2023	17/01/2024
41106 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024         41105 - Zip - Entry 1 - ESOL - Practice Pa       2 Qualifications       ESOL Practice Papers       01/12/2023       17/01/2024	41107 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers 01/12/2023	17/01/2024
💯 41105 - Zip - Entry 1 - ESOL - Practice Pa 👔 2 Qualifications ESOL Practice Papers 01/12/2023 17/01/2024	41106 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers 01/12/2023	17/01/2024
	41105 - Zip - Entry 1 - ESOL - Practice Pa	2 Qualifications	ESOL Practice Papers 01/12/2023	17/01/2024

Once you have done this, it will filter to only documents available within this Category. Then in the Document Name, if you enter the relevant area you need e.g. within this chosen Category, you could enter Practice Paper F and this will then filter to documents with this title. You could also do this within other Categories via the Set number.

Show 1	0 👻 entries						Search	c	
	Document Name	Туре 🕴	Linked To	Category 0	Available From Available	To 🕴 Hidden	Created	<ul> <li>Created By</li> </ul>	
	practice paper f		Type to filter	×ESOL Practice Pape					
<b>8</b> Ø	41389 - Entry 1 - ESOL - Speaking and Li	ũ	4 Qualifications	ESOL Practice Papers	01/12/2023		19/01/2024		
<b>8</b> 0	41110 - Zip - Entry 1 - ESOL - Practice Pa	ľ	2 Qualifications	ESOL Practice Papers	01/12/2023		17/01/2024		
<b>8</b> 0	41058 - Entry 1 - ESOL - Speaking and Li	÷.	4 Qualifications	ESOL Practice Papers	01/12/2023		17/01/2024		
8 Ø	Entry 1 - ESOL - Writing - Assessor Guid	D)	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
8 Ø	Entry 1 - ESOL - Writing - Assessment P	D	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
8 Ø	Entry 1 - ESOL - Speaking & Listening	ß	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
<b>8</b> 0	Entry 1 - ESOL - Speaking & Listening	A	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
<b>8</b> 0	Entry 1 - ESOL - Speaking & Listening	A	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
<b>8</b> 0	Entry 1 - ESOL - Reading Assessor Guid	D)	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		
<b>8</b> Ø	Entry 1 - ESOL - Reading - Assessment P	D)	4 Qualifications	ESOL Practice Papers	01/12/2023		04/01/2024		

Then if you wanted to filter even further you could search in the top right Search 'Speaking' and it will filter again to just those Speaking and Listening documents.

Hovering over the paper you need will show the full file name.



### 8 ROLES

Within Parnassus you can create five different types of user roles which will allow for customised read/write access to various parts of the platform. Below is a matrix which will show the permissions allocated to each available role. Please be aware that **only users with the 'Admin/Centre' role will have the ability to create new user roles and logins.** 

The top row shows the name the overall role is known as, and the second row shows the roles which must be allocated to the user to activate the relevant role. For example, a user with the Exams Officer role will have access to view learner, centre and site information, but will not have the ability to register new learners or edit user details.

Name [Parnassus]	Centre	Exams Officer	IQA	Tutor	External Read Only
Actual roles to give	Centres,	Centres, Exams	Contros IOA	Contros Tutor	Contros Extornal Road Only
user in Parnassus	CentreUserManager	Officer	Centres, IQA	Centres, rutor	Centres, External Read Only
QWEquivalent	SuperUser	Exams	IV	Tutor	Rhombus - RO - Tutor Profile
ViewCentre	1	1	1	1	1
View Sites	1	1	1	1	1
View Learners	1	1	1	1	1
Register New Learner	1	1	0	1	0
ViewCertificates [via Learner]	1	1	0	1	1
eCertificates screen	1	1	0	0	0
ViewReporting	1	1	1	1	1
View Contacts *2	1	1	1	1	1
Edit Contacts *2	1	0	0	0	0
Create Contact *2	1	0	0	0	0
ViewUserManager	1	0	0	0	0
EditUserManager	1	0	0	0	0
Create UserManager	1	0	0	0	0
ViewCohorts	1	1	1	1	1
Create Cohorts	1	1	1	1	0
ViewDocuments	1	1	1	1	1
Up/DownloadDocuments	1	1	1	1	0
ViewLiveExamPapers	1	1	0	0	0
ViewPracticePapers	1	1	0	1	0
ViewAssignmentBriefs	1	1		1	0

### 8.1 Adding a new user to Parnassus

As stated above, only users with the **'Admin/Centre'** role will have the ability to create user accounts on Parnassus. If you require a new user account creating, please contact one of your centre's **'Admin/Centre'** users.

If you require amendments to a user's account, or currently have no members of staff who have 'Admin/Centre' users, please contact Ascentis and we will be able to assist.

To create a new user, navigate to 'Centre Admin' -> 'User Manager' at the top of the screen and select 'Add User'

	earners Ceruncates +	Reporting	Conorts	Centre Admin +	Documents
ntre User Manag	er			User Manager	
Search	Fmail				Last Login Date

Add a username, email address and temporary password for the user and select 'Create User'.

dd User		
lser Name	John.Smith	
imail:	john.smith@ascentis.co.uk	lb.
assword (Optional	Password123!	10
Associated Centre	1236: Lune Valley College	~
	Create User	Cancel

After the user has been created, select the role(s) you require for the user and click 'Finish'.

Centre User	Man	ager
Centres Exams Officer Roles IQA Tutor		
	Finish	Cancel

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You can edit roles later by searching for the user within the "Centre Admin" page. After finding the user you would like to modify, press the "Edit User" button. This will then allow you to change the roles.

### It is Important that a user only ever have two roles. "Centres" and then their require role.

The Centre role is given by default and identifies that the user is registered to a centre.

Centre	User Manager						
User Name:	bob.smith	Created:	11/01/2024	Centre User Ma	inager		
				User Name	bob.smith	Associated Centre	Lune Valley College: 1236 🔹
Locked Out:	NO	Last Activity	11/01/2024	Email	bobsmith@ascnetis.co.uk	Associated Contact	None 🔻
Enabled:	Yes	Last Login:	11/01/2024	Reset Password To			
Online	False						Centres DExams Officer
Comment:				Comment		Roles*	_lExternal Read Only IQA ⊈Tutor
Roles:	Centres	Associated Contact:	None				
	Exams Officer External Read Only	Associated Centre:		Two Factor Enabled		Two Factor Method Chosen	user hasn't cho 💌
	IQA	Associated Centre.	Lune Valley College	Mobile Phone			
	Tutor						
Edit User	Close Reset Password D	lisable User		Instate liker Cancel			

If you wish to attach a contact to your user's role, for example a tutor, you are able to do so. If your new user does not currently appear as a contact, please navigate to the 'Centre' screen and add a new contact to allow them to be selected.

Once this has been confirmed, the user account has been created and will be visible in the list of centre users. The user will now be able to log in to Parnassus.

Search			
Username	Email	Last Login Date	Roles
Centre User		15/09/2022 10:24:09	Centres ,CentreUserManager
centreuser		15/09/2022 16:28:32	Centres ,CentreUserManager
John.Smith1		15/09/2022 16:29:11	Centres ,Exams Officer

NB: For security reasons, it is highly recommended that the user resets their password via the 'Forgot Password?' link on the login page once their account is created.





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